LLNL Environmental Restoration Division (ERD) **Standard Operating Procedure (SOP)**	

ERD SOP 5.1: Data Management Printed Analytical Result Receipt and Processing—Revision: 2

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(Red stamp: ENVIRONMENTAL RESTORATION DIVISION — CONTROLLED COPY # _____ THIS IS A RED STAMP — ERD)

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1.0 PURPOSE

The purpose of this procedure is to establish the means for receiving, copying, distributing, and storing printed analytical results as received from analytical laboratories. This procedure is to ensure complete and consistent handling of all printed analytical results within the Environmental Restoration Division (ERD) Data Management Team (DMT).

2.0 APPLICABILITY

This procedure applies to all analytical results received by the ERD DMT and those Operations and Regulatory Affairs Division (ORAD) results handled by ERD.

3.0 REFERENCES

Not applicable.

4.0 DEFINITIONS

See SOP Glossary.

5.0 RESPONSIBILITIES

5.1 Analytical Laboratories

Analytical laboratories are responsible for submitting analytical results using the LLNL electronic format for data deliverables and hard copy originals within specified time periods to ERD's DMT. The analytical laboratories are also responsible for making corrections or revisions to electronic files and hard copy original reports requested by the DMT.

5.2 ERD Data Management Team (DMT)

The DMT receives analytical results and processes them as outlined in this SOP. The DMT also communicates with the analytical laboratories regarding clarification or additional information necessary for completeness in analytical result reports.

5.3 Technical Support Group (TSG)

TSG receives and delivers hardcopy data as outlined in this SOP.

6.0 PROCEDURE

6.1 Original Results Receipt

6.1.1   Retrieve Data. Separate original hard copy analytical results from incoming mail or retrieve from the courier lock box.

6.1.2   Date stamp original analytical results.

6.1.3   Locate blind samples (if any). Label results with the stamp "This is Really" and add the actual sample location identification based on the quarter and year from the QC sample list provided by the sampling coordinator.

6.1.4   Record data in New Data Log Table:

- Log into EPDBS and access SPACT.

- Retrieve existing new_data_log record by typing the access number into the access_no field.

- Fill in custodian field.

- Fill in lab_log_no field.

- Fill in account_no field.

NOTE: If no record exists, create (append) a new record.

6.1.5   Place analytical data in the "Validation In Box" or direct results to the appropriate QC Chemist for validation. Flag any WGMG Ground Water (ORAD) data with a red flag and notify the QC Chemist to expedite validation.

6.2   Original Results Processing After Validation

6.2.1   Retrieve data from the "Validation Out Box."

6.2.2   Determine the number of required copies for the following uses:

- Electronic or hand-entry data comparison.

- Customers listed on the information sheets or distribution list.

- Individuals listed in the "internal use only" box on the CoC in the lower right corner.

- For experimental samples and WGMG ORAD samples, make Data Reference Library copies.

6.2.3   Stamp data with "Data Qualifier Flag Attached" when the QC Chemist has added a colored Data Qualifier Flag form.

6.2.4   Copy all original CoCs, cover letters, and data sheets.

NOTE: WGMG analysts get a complete data package including QC.

6.2.5   Separate the copies by the originals, data comparison, and customers.

6.2.6   Send customers copies through the Laboratory mail or hand deliver if necessary.

6.2.7   Update new_data_log table:

- custodian field

- date field = today

6.2.8   Initial upper left corner of data package.

6.2.9   Place the originals in the Livermore Site and/or Site 300 "Custodian In Box."

6.3   Matching CoC and Data

6.3.1   Match CoC and Data Originals by:

- Access_no (upper right corner of CoC).

- Laboratory name.

- Sample locations.

- Sample date.

6.3.2   Update Electronic CoC Records:

- Log into EPDBS and access SPACT.

- Update ERD chain of custody (CoC).

- Select U to access the Update Submenu.

- Select U3 to access ERD Chain-of-Custody Global Table entries.

- Fill in log_no field.

- Fill in result_rcvd field.

- Update or correct any other fields as needed.

6.3.3   File data in the appropriate data storage location.

6.4   ORAD's Environmental Operations Group (EOG) Result Handling

6.4.1   EOG processing of original results:

- TSG receives original EOG results. TSG logs the data into the new_data_log table.

- TSG hand carries the original data to the ERD QC Chemist for Validation.

- The appropriate QC Chemist hand carries original data back to TSG upon completion of validation.

- TSG hand carries a copy of the original data to ERD DMT.

6.4.2   ERD processing of EOG data:

- Stamp the EOG data copy with "ERD Received Stamp."

- Update the "Custodian" field in the new_data_log table (see Section 6.2.7).

- Forward to the DMT member responsible for CoC and data updating in the Sample Planning and CoC Tracking Updates Table (see Section 6.3).

- File one copy as DMT's original by laboratory and lab log number.

6.5   Processing Data Without A Log Number

6.5.1   Assign log numbers using the established patterns. Seek assistance from senior team member.

6.5.2   Follow distribution process as outlined in Sections 6.1 and 6.2.

7.0   QA RECORDS

7.1   Official hardcopy analytical laboratory reports.

7.2   Electronically stored analytical data.

7.3   Chain-of-Custody forms.

7.4   ERD Controlled Field Logbooks.

8.0   ATTACHMENTS

Not applicable.